



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

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DIVISION OF PROFESSIONAL REGULATION

<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF FUNERAL SERVICES</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, March 27, 2012, 10:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
<b>MINUTES APPROVED:</b>	May 29, 2012

**MEMBERS PRESENT**

Chad Chandler, Professional Member, President  
Robert O. Wright, Professional Member  
William Torbert, Professional Member  
Marceline Knox, Public Member  
M.C. Byrd, Public Member  
Danna Levy, Public Member

**MEMBERS ABSENT**

Harry Fletcher, Professional Member, Secretary

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Patricia Davis-Oliva, Deputy Attorney General  
Michele Howard, Administrative Specialist II  
Sandra Wagner, Administrative Specialist III

**OTHERS PRESENT**

James Sorowice  
Juli Labadia, Wilcox & Fetzer

**CALL TO ORDER**

Mr. Chandler called the meeting to order at 10:03 a.m.

**REVIEW OF MINUTES**

The Board reviewed the minutes of the January 31, 2012 meeting. Ms. Byrd made a motion, seconded by Ms. Levy, to approve the minutes as presented. The motion passed unanimously.

**PUBLIC HEARING – RULES & REGULATIONS GOVERNING ADVERTISING, 10:15 A.M.**

**BOARD PRESENT:** Chad Chandler, William Torbert, Robert Wright, Marceline Knox, M.C. Byrd, Danna Levy

**PRESIDING:** Chad Chandler, President

**BOARD STAFF:** Michele Howard, Administrative Specialist II  
Sandra Wagner, Administrative Specialist III

**BOARD COUNSEL:** Patricia Davis-Oliva, Deputy Attorney General

**PUBLIC PRESENT:** James Sorowice

**COURT REPORTER:** Juli Labadia, Wilcox and Fetzer

**PURPOSE:** To Consider Public Comment Regarding Proposed Changes to the Board's Rules and Regulations Governing Advertising

The hearing began at 10:16 a.m. The court reporter took verbatim testimony. The Board Members introduced themselves for the record. Ms. Davis-Oliva introduced herself and stated the purpose of the hearing. Ms. Davis-Oliva introduced the affidavits of publication from The News Journal and the Delaware State News collectively as Board's Exhibit 1. Ms. Davis-Oliva questioned and Ms. Howard confirmed that no written public comment was received by the Board office.

The Board went off the record for deliberations at 10:18 a.m. The Board went back on the record at 10:20 a.m. Mr. Wright made a motion, seconded by Ms. Knox, to adopt the proposed amendments without revisions. The motion passed unanimously. The hearing concluded at 10:21 a.m. The final Order will be signed at the Board's next meeting.

### **UNFINISHED BUSINESS**

The Conference 2012 Annual Meeting, Little Rock, Arkansas – Report from Mr. Fletcher  
In his absence, Mr. Fletcher's report was tabled until the next Board meeting.

### **RULES AND REGULATIONS**

Funeral Establishment Inspections – Review Draft Bill from Ms. Davis-Oliva  
This item was tabled until the next Board meeting.

### **NEW BUSINESS**

#### **RATIFICATION OF LICENSURE**

Karen Michelle Heinz, Resident Intern

Mr. Torbert reviewed the Resident Intern licensure application of Karen Michelle Heinz prior to the Board meeting and gave his approval for her licensure. Mr. Chandler reviewed the application during the meeting. Ms. Knox made a motion, seconded by Ms. Byrd, to ratify the Resident Intern License of Karen Michelle Heinz. The motion passed unanimously.

Frank Immordino, Limited License

The Division of Professional Regulation issued a Limited License to Frank Immordino under the Board's delegation of authority. Mr. Chandler reviewed the application during the meeting. Ms. Byrd made a motion, seconded by Ms. Levy, to ratify the Limited License of Frank Immordino. The motion passed unanimously.

### **REVIEW OF RESIDENT INTERN REPORTS**

Crystal Johnson

4<sup>th</sup> Quarterly Progress Report

10 Embalming Reports

Mr. Chandler and Mr. Torbert reviewed Ms. Johnson's reports. Ms. Knox made a motion, seconded by Mr. Torbert, to accept the 4<sup>th</sup> Quarterly Progress Report and final 10 Embalming Reports of Crystal Johnson. The motion passed unanimously.

### **REVIEW OF APPLICATIONS FOR LICENSURE**

Crystal Johnson, Funeral Director by Resident Internship

Mr. Chandler reviewed the Funeral Director application of Crystal Johnson. Ms. Knox made a motion, seconded by Mr. Torbert, to approve the licensure application of Crystal Johnson contingent on her passing the state exam. The motion passed unanimously.

James Sorowice, Funeral Director by Reciprocity (California)

Mr. Chandler reviewed the Funeral Director application of Mr. Sorowice. Ms. Davis-Oliva reviewed the licensure law of California and compared it to the licensure requirements of Delaware. The Board questioned Mr. Sorowice and he responded. After discussion, Ms. Byrd made a motion, seconded by Ms. Levy, to accept California as a substantially similar state. The motion passed unanimously.

Ms. Levy made a motion, seconded by Ms. Byrd, to approve the licensure of James Sorowice contingent upon receipt of confirmation of his passing score on the national exam and a passing score on the state exam. The motion passed unanimously.

REQUEST FOR EXTENSION OF INTERNSHIP, TARYN E. HUBER

The Board reviewed the written request from Taryn Huber's mother to allow for an extension of Ms. Huber's current resident internship. Ms. Howard confirmed that Ms. Huber's internship expired on 3/15/12. Mr. Chandler noted that the letter stating that Ms. Huber was under a physician's care was not printed on the physician's letterhead nor was it signed by her physician. Mr. Chandler added that the letter did not specify a specific timeframe necessary to complete the internship. Ms. Davis-Oliva read aloud Rule 2.5. After discussion, Ms. Byrd made a motion, seconded by Torbert, to grant Ms. Huber's request for an extension without additional information. The motion failed with Ms. Byrd, Mr. Torbert and Ms. Knox in favor, and Mr. Chandler, Ms. Levy and Mr. Wright opposed.

Mr. Wright made a motion, seconded by Ms. Levy, to grant a one-year extension contingent upon receipt of a letter from her funeral home employer and a letter signed by her physician, printed on the physician's letterhead. The motion failed with Ms. Levy, Mr. Wright and Mr. Chandler in favor, and Mr. Torbert, Ms. Byrd and Ms. Knox opposed.

After further discussion, Mr. Wright made a motion to approve a one-year extension for Ms. Huber contingent upon receipt of a letter from her funeral director employer acknowledging Ms. Huber's absence and attesting that the funeral director will continue to sponsor Ms. Huber as an intern for an additional year... Mr. Wright withdrew his motion.

After continued discussion, Ms. Byrd made a motion, seconded by Mr. Torbert, to approve a one-year extension of Ms. Huber's internship contingent upon receipt of a letter from her sponsoring funeral director confirming the sponsor's willingness to continue her training. The letter must be signed by the sponsoring funeral director and printed on the funeral home's letterhead. The motion passed by a majority vote with Mr. Wright opposed.

REVIEW OF APPLICATIONS FOR CONTINUING EDUCATION APPROVAL

National Funeral Directors & Morticians Association, Inc.

Introduction to Ergonomics, 4/30/12, Requesting 1.0 CEU

The Arrangement Conference, 4/30/12, Requesting 2.0 CEUs

Dressing & Casketing Using the Full Couch Casket, 5/1/12, Requesting 1.0 CEU

Organ & Tissue Donation, 4/30/12, Requesting 1.0 CEU

Mr. Chandler reviewed four continuing education applications from the National Funeral Directors & Morticians Association, Inc.

Delaware Hospice

When a Child Dies, 4/20/12, Requesting 6.0 CEUs

Rising From the Ashes, 5/4/12, Requesting 6.5 CEUs

Mr. Torbert reviewed two continuing education applications from Delaware Hospice.

Regulatory Support Services, Inc.

Annual OSHA Training: Back to the Basics, Dates TBD, Requesting 3.0 CEUs

Annual OSHA Training: Infection Prevention: Are You the Health Hazard, Dates TBD, Req'g 3.0 CEUs

Mr. Torbert reviewed two continuing education applications from Regulatory Support Services, Inc.

Mr. Torbert made a motion, seconded by Ms. Levy, to approve all of the above listed courses as presented. The motion passed unanimously.

**COMPLAINT STATUS AND CONSENT AGREEMENTS**

**Complaint 27-02-12**

Mr. Chandler reported that Complaint 27-02-12 was assigned to Mr. Fletcher.

**Complaint 27-03-12**

Mr. Chandler reported that Complaint 27-03-12 was assigned to Mr. Torbert

**OTHER BUSINESS BEFORE THE BOARD** (for discussion only)

None

**PUBLIC COMMENT**

None

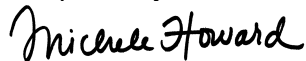
**NEXT MEETING**

The next Board meeting will be held on Tuesday, May 29, 2012, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware. Mr. Wright stated that he will be “off the Board at that time”.

**ADJOURNMENT**

There being no further business, Ms. Byrd made a motion, seconded by Ms. Levy, to adjourn the meeting at 11:20 a.m. The motion was unanimously carried.

Respectfully submitted,



Michele Howard  
Administrative Specialist II

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*